

# Air Education and Training Command

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*Develop America's Airmen Today ... for Tomorrow*



## Air War College Distance Learning Program—Short-Answer Exam Pointers

**U.S. AIR FORCE**

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***Air University: The Intellectual and Leadership Center of the***

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# SLC (16<sup>th</sup> Edition) Short-Answer Exam Pointers



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- Prepare to take short-answer exam online via SIS (plan on 2.5 to 3 hours to test)
- You will need to find a proctor meeting the requirements on pages 21 & 22 of the SLC Student Guide
- Determine a time and place to take the exam (taking it at a TCF is an option and not mandatory as you can take the exam anywhere you so desire as long as your proctor is there with you during the test)
- Log onto SIS
  - Select <Take Exam>
  - Your proctor will then need to enter his or her “Unlock” code
  - Start answering questions online
  - NOTE: Be sure to keep an eye out for info at the bottom of page in the “task bar” letting you know if your data is being saved or if you have lost connectivity
  - We recommend you hit the <Save but do not Submit> button periodically
  - If you do get a popup informing you that you have lost connectivity, immediately stop working on your exam
  - Click on the Edit button and click on the “Select All” option
  - Then click on “Copy”





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- Save your work to either a Microsoft Word file or a text file
- Log back onto SIS, select <Take Exam> and have your proctor enter his or her “Unlock” code again
- You should see that the system did save your data up to the point where it lost connectivity
- Now you can cut and paste the info that you saved to the sections where the data was not saved
- If you somehow missed the popup notice, when you try to <Save and Submit> your test, you will not get the popup asking for your proctor’s lock code
  - That is an immediate and recognizable sign that some or all of your work was not saved
- Do the step listed above to save all of your work and log back onto SIS and see what work you are missing, if any



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